



DEPARTMENT OF BOATING AND WATERWAYS

JOB OPPORTUNITY

STAFF COUNSEL III

FINAL FILING DATE: JUNE 15, 2007
TYPE OF APPOINTMENT: PERMANENT/FULL TIME
LOCATION: Dept. of Boating and Waterways
Executive Office
2000 Evergreen Street, Suite 100
Sacramento, CA 95815-3888

DUTIES: Under the direction of the Director, the Staff Counsel III performs the following duties:

- ☐ Provides legal advice to DBW Director and Deputy Director to resolve the most complex legal issues with respect to issues that may arise on a daily basis concerning Department of Boating and Waterways' programs.
- ☐ Advises departmental management and staff in the interpretation of the Constitution, federal and state laws; serves as the main contact person for Public Records Act requests and provides assistance as necessary to the Public Information Officer on Public Records Act requests from the media; and provides periodic training to staff to ensure the filing requirements of the Fair Political Practices Commission are met.
- ☐ Attends Boating and Waterways' Commission Meetings, and advises Department staff and Commissioners on issues arising under the Bagley-Keene Open Meeting Act; and also attends Staff Management meetings.
- ☐ Performs legal research and makes recommendations to the Department regarding prosecution of violators of the Yacht and Ship Brokers Act; provides direct interface with the Attorney General for adverse actions and other actions involving licensed brokers or salesmen.
- ☐ Assists staff in providing review of local boating laws submitted to the Department
- ☐ Reviews and interprets contracts, agreements and other legal documents; and assist staff in the drafting of contracts and agreements.
- ☐ Reviews documents used for collateral to insure they are sufficient, absent complex legal (not financial) issues.
- ☐ Provides legal research and opinion drafting on complex legal issues; writes policy memoranda on request, for the Department.
- ☐ Acts as liaison to the Attorney General's Office in developing and preparing legal strategy in connection with difficult and complex litigation involving the Department.
- ☐ Attends Chief Counsel meetings at the Resources Agency and interacts with counsel from other departments.

DESIRABLE QUALIFICATIONS:

- ☐ Ability to resolve the most complicated legal issues and questions.
- ☐ Ability to use tact and discretion
- ☐ Knowledge of government and administrative law
- ☐ Strong research, writing, and communication skills
- ☐ Ability to establish and maintain cooperative relationships
- ☐ Ability to work independently and under pressure.

Must have active membership in the State Bar of California.

WHO MAY APPLY: Applications will be accepted from current state employees at the Staff Counsel III level, or those who have list eligibility and are reachable. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **ALL APPOINTMENTS ARE SUBJECT TO THE STATE RESTRICTION OF APPOINTMENT (SROA)**

PROVISIONS. *This position has been designated in the Department's Conflict of Interest Code under Category 2. Therefore the successful candidate must file a Form 700 (Statement of Economic Interests) upon appointment and annually thereafter.*

CONTACT: Kathy Emery at (916) 263-0354, or by e-mail at kemery@dbw.ca.gov

HOW TO APPLY: A completed standard State application (Std. 678) must be either received or postmarked by **JUNE 15, 2007**. Submit applications to: Department of Boating and Waterways

Personnel Office
2000 Evergreen Street, Suite 100
Sacramento, CA. 95815-3888

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and the special trust placed in public servants. An affirmative action employer – equal to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.